



United States Department of the Interior

Bureau of Land Management

Eastern States
7450 Boston Boulevard
Springfield, Virginia 22153
<http://www.blm.gov/eso>



IN REPLY REFER TO:
1400-300 (950)P

May 12, 2005

EMS TRANSMISSION 05/16/2005
Instruction Memorandum No. ES-2005-05
Expires: 09/30/2006

To: All Eastern States Employees

From: State Director, Eastern States

Subject: Policy for Internet Use

Program Area: Ethics and Conduct, Human Resources Management

Purpose: This Instruction Memorandum (IM) transmits policy governing the acceptable use of the Internet by BLM-ES employees, contractors, and volunteers. The purpose of this policy is to provide BLM-ES personnel with standards of behavior when using the Internet. Each item in this policy is designed to strengthen the quality and integrity, and promote the efficiency, of this resource while minimizing risks to BLM-ES employees and the information systems.

Policy/Action: The Department of the Interior (DOI) and the Bureau of Land Management (BLM) have issued policies on the acceptable use of Government Office Equipment. These directives clearly outline employee responsibilities inherent in use of Government equipment. (Attachments 1 and 2)

The DOI and BLM policies are being re-distributed to all employees as a reminder that these policies are in effect and will be enforced.

Use of the Internet is a privilege, not a right, that may be revoked at any time for inappropriate use or conduct. We will be conducting reviews of employee Internet access and e-mail use. Reports of inappropriate use will be provided to the appropriate manager for prompt action on incidents of misuse. I want to reaffirm that any employee who is found to be misusing the Internet will be subject to appropriate disciplinary action. Such disciplinary action may range from counseling to removal from the Federal Service. Each case will be dealt with on its own facts and handled under applicable Department and Government-wide administrative procedures.

Timeframe: This IM is effective upon receipt.

Budget Impact: None

Background: Bureau of Land Management IM No. 2001-093 dated February 13, 2001, Subject: BLM Policy on Limited Use of Government Equipment and Telephone Use
Department of the Interior Memorandum of June 14, 2000 (w/attachments), Subject: Policies on Limited Use of Government and Telephone Use

Manual/Handbook Sections Affected: None

Coordination: Human Resources Officer, Chief Information Officer, and Deputy State Director, Business Resources.

Contact: Questions pertaining to employees conduct may be referred to Donna Jordan, Human Resources Officer, at (703) 440-1504. Questions pertaining to this policy may be referred to Ruth Welch, Deputy State Director, Business Resources, at (703) 440-1550.

Signed by:
Ann B. Aldrich
Acting State Director

Authenticated by:
Vernadean E. White
Management Assistant

Attachments

- 1- DOI Policy on Limited Use of Government Equipment and Telephone Use (9 pp)
- 2- BLM Policy on Internet Acceptable Use (5 pp)